



Cadet Programs Today

Bulletin for the Leaders of America's Finest Youth

**4th Annual
"Who's Who"
Begins**
See page 2

Official Monthly Newsletter of HQ Civil Air Patrol Cadet Programs www.cap.gov

March 2003

Gleim offers cadets free "Learn to Fly" booklet

Gleim Aviation, producers of popular instructional materials and accessories for pilots of all levels, is offering CAP cadets a free copy of its 32-page "Learn to Fly" booklet.

This booklet discusses the five basic steps necessary to earn a pilot certificate, the costs related to flying, practical advice on how to begin flight training, and information on how to advance from a student pilot to a commercial pilot with an instrument rating. Additionally, the booklet explains how aircraft fly and how to perform basic flight maneuvers.

Cadets who are interested in becoming a pilot but feel lost as to how to pursue their goal will find Gleim's "Learn to Fly" booklet a great help. Even advanced cadets, who have already begun formal flight training, will benefit from reading Gleim's free publication.



Gleim is also offering 20% to 50% off all flight training materials to the CAP members.

View the "Learn to Fly" booklet online by visiting www.gleim.com/aviation/ltf cap and order it by sending an e-mail to CAP@gleim.com or by calling (800) 874-5346 ext. 471.

When requesting the booklet via email, use the following format: Name (First Last), Address, City, State, ZIP. Also include your email address and the number of copies you are requesting. Booklets are sent via UPS and can not be delivered to a PO box.

Commanders are encouraged to poll their cadets, determine how many booklets and training materials are needed for their squadron, and place a consolidated order.

Cadets prepare for program changes, promotions

Everyone knows that as cadets complete achievements they earn cadet grade. But when the cadet grade structure changes slightly on 1 April, some cadets will automatically receive promotions (see table at right).

To understand how the transition works, here are some examples:

► Cadets Jones completes achievement 4 in March, pinning-on C/SSgt and begins studying for achievement 5 in hopes of being promoted in May. On 1 April, her highest achievement completed is achievement 4, therefore, she is automatically promoted to C/TSgt effective 1 April. She continues her studies of *Leadership: 2000* chapter 5 and one of her remaining *Aerospace Dimensions* modules, still trying to complete achievement 5. If she fulfills achievement 5 requirements on schedule, she could be promoted to C/MSgt in May.

As you can tell by the example, the 60-day requirement between achievements is still in effect, and the grade associated with completing the achievement has been adjusted to match the revised requirements. People sometimes seem to regard "achievements" and "grade" as one in the same, and therefore become confused. For example, this would be a wrong conclusion:

Cadets prepare for program changes continued on page 2

Highest Achievement Completed Prior to 1 April 2003	Grade Prior to 1 April 2003	Grade Effective 1 April 2003
Achievement 3	C/SrA	Remain a C/SrA until completing Wright Bros. Award requirements
Achievement 4	C/SSgt	C/TSgt
Achievement 5	C/TSgt	C/MSgt
Achievement 6	C/MSgt	C/MSgt
Achievement 7	C/MSgt	C/MSgt
Achievement 8	C/MSgt	Remain a C/MSgt

See CAPR 52-16, Cadet Program Management, 1 April 2003, cover page



HQ CAP Cadet Programs Team

Ray Bean, Director
cp@capnhq.gov 334.953.75678

Karen Katchka, Asst Program Manager
cpa@capnhq.gov 334.953.5315

Rob Smith, Chief, Curriculum Development
cpc@capnhq.gov 334.953.5309

Curt LaFond, Asst. Curriculum Developer
cpca@capnhq.gov 334.953.4304

Vacant, Chief, Drug Demand Reduction
cpd@capnhq.gov 334.953.4237

Jan Hoffman, Assistant Chief, DDR
jhoffman@capnhq.gov 334.953.8562

Mike Stephens, Manager, Program Events
cpe@capnhq.gov 334.953.2273

Tanjula Sankey, Registrar
cpr@capnhq.gov 334.953.4238

Don Karle, Chief, Nat'l Cadet Special Activities
cps@capnhq.gov 334.953.6473

Fax: 334.953.6699 DSN: 493.xxxx

HQ CAP Cadet Programs
105 South Hansell Street
Maxwell AFB AL 36112-6332

Curt LaFond, Editor

On-line NCSA application process proves successful

This winter, HQ CAP processed a record number of applications for national cadet special activities. Over 2,000 members applied for a NCSA, hundreds using the on-line application process.

The on-line process made it easier for members to apply. Applicants instantly confirmed that they had met eligibility requirements for the desired activity. Once

The on-line system makes the NCSA application process easier for all involved.

slotted for an NCSA, members will be able to pay their activity fee on-line and instantly obtain proof of payment. In short, the on-line system makes it easier for cadets to apply for a NCSA and reduced the chance of an administrative error side-tracking their application.

In contrast, the "old" paper-based application system was labor-intensive and more prone to error. Moreover, when errors did occur, they necessitated yet more time to fix the problem (in 2002, several hundred applications required special handling). The "old" slotting process itself required about five weeks of processing, whereas the "new" electronic process requires just days, with the added benefit of enabling wings to verify the rank order of their cadets.

Another efficiency of the on-line system is that it enables the Cadet Programs staff to focus more on improving the activities. According to Rick McDow, who managed the "old" NCSA process and led the transformation to the on-line system, "The bottom line is this: there are better ways for us to help cadets than spending hundreds of hours on administrative support."

The overwhelming success of the new on-line system, along with the lessons learned during the past few weeks, enables HQ CAP to transition to an essentially paperless system in 2004, which was a goal of the National Board. By testing the on-line application this year, the process will be even better in 2004.

For more information, visit www.cap.gov, click "Cadet Programs" and "NCSAs."

Fourth annual "Who's Who" program set to begin

America's finest youth belong in the *Who's Who*.

For the fourth year, CAP is partnering with *Who's Who Among American High School Students* to provide cadets with additional college scholarship opportunities and help them enhance their college applications.

CAP will nominate all cadets between the ages of 15 and 17 (as of 1 February) for this program. In turn, *Who's Who* will mail application materials to all nominated cadets.

High-achieving cadets will be eligible for "Who's Who" honors and scholarships.

Cadets are not obligated to participate, but if they choose to apply for inclusion in *Who's Who*, they must maintain a B average and meet other criteria outlined in the application packet.

In partnering with *Who's Who*, CAP releases only the names and addresses of eligible cadets so they may obtain application materials and qualify for this well-known scholarship program. Beyond that, cadets' confidential data is not made public in any way; *Who's Who* is prohibited from selling or releasing it.

For more information, visit www.cap.gov, click "Cadet Programs," then "Special Awards" and "Who's Who."

Cadets prepare for changes

Continued from page 1

► Cadet Smith says, "I completed the requirements for Goddard in March, but I will get an automatic promotion to C/CMSgt on 1 April. So, I don't have to take the Armstrong achievement." That is incorrect. What really is happening here is that Cadet Smith completed achievement 7 under the current rules in March, but will still need to complete the achievement 8 requirements.

The slight modifications to the cadet achievement / grade structure was necessary to incorporate the new Wright Brothers Award for completing Phase I. Previously, Phase I was the only phase not to conclude with a comprehensive exam and milestone award.

Test Control Officers, watch your mailbox for

NEW CADET PROGRAM TESTS



The Wright Brothers Award Exam and newly revised cadet tests were mailed to all cadet and composite squadrons on 25 February

For more information, visit www.cap.gov, click "Cadet Programs" and "Testing Officer's Quick Reference"

GLEIM
KNOWLEDGE
TRANSFER
SYSTEMS

Learn to Fly!



GLEIM AVIATION

is offering CAP cadets its "Learn to Fly" booklet **free!** CAP discounts are available on other Training Materials!

- 7 How to begin flight training
- 7 Costs of flight training
- 7 The five steps in earning a pilot certificate
- 7 How airplanes fly
- 7 Basic flight maneuvers
- 7 How to obtain advanced ratings

Commanders, order **free** booklets for your cadets **today!**